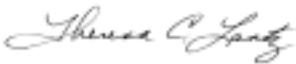
 State of Connecticut Department of Correction	Directive Number 6.3	Effective Date April 9, 2004	Page 1 of 2
	Supersedes Population Counts – August 3, 1998		
Approved By 	Title Population Counts		

1. Policy. Population counts shall be taken in each facility to ensure proper accounting of all inmates including those who are temporarily absent.
2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81.
 - B. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standards 4-4103, 4-4104 and 4-4187.
 - C. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, April 1991, Standards 3-ALDF-1F-05, 3-ALDF-1F-06 and 3-ALDF-3A-14.
 - D. Administrative Directives 7.5, Escapes, 9.1, Population Management, 9.10, Inmate Identification and Movement and 6.6, Reporting of Incidents.
3. Definitions. For the purpose stated herein, the following definitions shall apply:
 - A. Emergency Count. A count taken in conjunction with a facility emergency.
 - B. Facility Population Census. A facility count used to determine the total inmate population presently residing in the facility.
 - C. Formal Count. A scheduled count, which establishes and confirms the location and presence of each inmate assigned to the facility.
 - D. Informal Counts. An unscheduled count made at irregular intervals to ensure inmates are present as assigned.
 - E. Identity Count. A count conducted to assure that each inmate is accounted for by name and positive identification.
 - F. Outcounts. A count of inmates assigned but not present within the housing unit during the count.
4. Conducting a Formal Count. Unit Directives shall establish procedures for the following when conducting a formal count:
 - A. Cessation of all inmate movement within an assigned area while the count is conducted in that area.
 - B. Cessation of all inmate movement between locations within the facility until the count is cleared.
 - C. Simultaneous counting of all inmates to include outcounts.
 - D. Recording and documenting of each formal, emergency and identity count along with the retention of such documentation for a minimum of one (1) year.
 - E. Individual staff accountability to include individually signed count sheets, which shall be maintained for a minimum of 30 days.
 - F. Recounts when necessary.

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5. Frequency.

- A. Formal Count. Each facility shall establish specific formal count times in accordance with the following frequency schedule: Level 5 facility, minimum of two (2) first shift, minimum of three (3) second shift, and minimum of four (4) third shift; Level 4 facility, minimum of one (1) first shift, minimum two (2) second shift, and minimum four (4) third shift; Levels 2 and 3, minimum one (1) first and second shift, minimum three (3) third shift. The specific count times for each facility shall be submitted to the Deputy Commissioner of Operations for approval.
 - B. Identity Count. An identity count shall be taken at least once weekly and when a formal count cannot be cleared. Such count shall require an incident report by a shift supervisor in accordance with Administrative Directive 6.6, Reporting of Incidents, only when a formal count cannot be cleared.
 - C. Informal Count. Informal counts shall be conducted throughout the shift by staff responsible for assigned inmates.
 - D. Emergency Count. An emergency count shall be taken after the occurrence of a significant emergency situation within the facility and/or when an inmate(s) is suspected of being missing. Such count shall require an incident report by a shift supervisor in accordance with Administrative Directive 6.6, Reporting of Incidents.
 - E. Facility Population Census. The facility population census shall be conducted between four o'clock and six o'clock a.m. daily and reported each business day in accordance with Administrative Directive 9.1, Population Management.
6. Master Index and Daily Reports. Each institution shall maintain an up-to-date master index identifying all inmates who are assigned to the institution and maintain a daily report on inmate population movement. Such report shall be maintained electronically through Offender Classification and Population Management via the inmate data system.
7. Observation. Correctional staff conducting counts shall observe each inmate counted and to observe means to see "living breathing flesh" for each inmate counted.
8. Count Clearing. Each regular, emergency and official count, and any informal count, which does not tally, must be cleared by a supervisor. A recount or identity count must be conducted until the count is cleared or it is determined an inmate is missing. If an inmate is missing escape procedures shall be initiated in accordance with Administrative Directive 7.5, Escapes.
9. Exceptions. Any exception to the procedures in this Directive shall require prior written approval from the Commissioner.